



**THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST**

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THE DIOCESE OF SHEFFIELD ACADEMIES TRUST (DSAT)

PAYROLL AND HR TRANSACTIONAL OFFICERS

Job Description

The Role of the Payroll and HR Transactional Officers

This is an exciting time to join our growing Multi Academy Trust. DSAT has successfully brought HR and Payroll services in-house. We are seeking 2 Payroll and HR Transactional Officers who are expected to bring a modern, business-like approach to the HR Transactional and Payroll function, running an end to end in-house payroll and HR system, competently and efficiently. The appointees will develop and deliver a proactive, customer-focused service.

The Payroll Officers will contribute to policy development to support the Trust's aims and objectives, will maintain the HR Transactional and Payroll systems and provide statistical information to the Central Management Team and external agencies.

Qualifications

Relevant and recent experience of payroll management preferably in an education setting, although not essential, including the end to end running of payroll systems.

Qualified CIPP (Chartered Institute of Payroll Professional) to Associate level or above or equivalent qualification.

Key Relationships

Responsible to: Head of Business and Operations

Key contacts: Chief Executive Officer, People Director, Executive Heads, Headteachers and Heads of Schools, School Business Managers, Office Managers, Head of IT, Professional advisers including auditors, external agencies e.g. Teachers Pensions, South Yorkshire Pensions, HMRC and the Members of the Trust Board

Main Duties

This post may change over time and the post holder needs to be responsive and proactive in the context of strategic and operational priorities. It is not possible therefore to set out a full range of duties. The following is an indicative list. It is not in order of importance.

Strategic

- To be solution focused, working with the Head of Business and Operations and the People Director to streamline HR transactional processes and develop more efficient ways of working
- Overseeing and maintenance of HR Transactional and in house payroll systems
- Build close and effective working relationships with key partners

Operational

- To be responsible for all payroll related processes for the 15 schools and Academy Trust, including pension reporting (Teachers Pensions, SYPA and AVCs) and HMRC returns following systems and procedures to the standards required by the Trust and appropriate regulatory bodies
- To support the operation of the HR Transactional functions working with schools, the People Director and Head of Business and Operations to assist in creating standardised job descriptions, person specification and adverts
- To operate and maintain the monthly payroll processes liaising with the Head of Business and Operations to ensure accurate and timely payments for all employees and associated third party payments including Westfield, AEO, Childcare Vouchers, Union subscriptions, Student Loans, HMRC via the BACS system
- To operate, maintain and develop the payroll system to accurately calculate and monitor occupational maternity/paternity scheme payments, Statutory Maternity and Paternity Pay and produce maternity/paternity schedules
- To accurately calculate overtime payments, Statutory Sick Pay, Occupational Sick Pay, unpaid leave
- To calculate the Apprenticeship Levy and HMRC payments
- To work with the People Director to monitor employee sickness in a timely manner and to action any reduction in pay e.g. half pay, SSP following the appropriate terms and conditions of employment
- To be responsible for updating employees bank account details
- The processing of payroll related information e.g. HMRC New Starter forms, MATB1 forms, updating tax codes
- Generation of payslips and uploading onto the HR Portal
- Generation and distribution of P60s and P45s
- To work out any overpayments to employees and work with the People Director and Head of Business and Operations to put a repayment plan in place to reclaim these
- To ensure any overtime claims, mileage claims etc have been authorised accurately in the system
- To distribute payroll runs to the School Business Managers/Office Managers for checking

- To make changes to the rates of pay and salary scales in the HR and Payroll System in line with NMW and national pay awards (NJC, STPCD)
- To complete monthly pension returns (MCR files) for the Teachers Pensions, SYPA and AVCs and track facilitate accuracy of annual returns and accounts
- To manage the administrative side of the Pension Schemes including new starters, opting out, auto-enrolment, ill health and retirement
- To provide payroll month end data reports to the Head of Business and Operations
- Supporting employees with the self-service side of the system e.g. mileage claims, overtime claims, resetting passwords, access to payslips etc
- Work with schools to set up posts and permissions within the HR system
- To assist School Business Managers/Office Managers with any on boarding tasks following the recruitment checklist and safer recruitment guidelines
- To generate and distribute contract letters and terms and condition to employees. Ensuring calculations for pay are accurate and reflect term time and part time employees, length of service awards, continuous service and any Local Agreements for Doncaster, Rotherham and Sheffield
- To advise the Headteacher and the People Director on employees during their probationary periods
- Co-ordinate the completion of DBS checks and annual criminal record self-disclosures
- Collate any pre-employment health checks on behalf of the People Director
- Completion of the annual returns for the Office of National Statistics
- Supporting the preparation of statutory reporting requirements e.g. Gender Pay Gap
- To liaise with staff and external agencies and respond to enquiries on matters within the post holder's responsibility

General

- Attend meetings within the Trust and external events/training as required
- Proactive in keeping up-to-date with legislative changes, Government legislation and ensure policies/developments are shared with appropriate stakeholders
- Development of procedures, participating, as required, in training, induction and staff development events
- Implement training to internal parties to promote a clear understanding of the HR System
- Complying with and upholding, in all respects, the Trust's Code of Practice on equality and diversity and the Staff Code of Conduct
- Undertake such other duties as the Head of Business and Operations and People Director may require from time to time
- Comply with all GDPR policies/procedures and ensure confidentiality at all times